

Date: \_\_\_\_\_

Deschutes County Clerk's Office  
Attn: Recording  
PO Box 6005  
Bend, Oregon 97708-6005

**Re: Request for Copies**

- Copy charges are \$3.75 for Location Fee plus \$0.25 for each page. A one page copy of a document is \$4.00.
- Certified copies are \$7.75 for the first page and \$0.25 for each additional page.
- If you do not have the Recording Number or Book/Page Number, our office can provide research services to locate the document for you. The fee for this service is \$25 per hour. Typically, we will be able to locate a document within the hour.
- Most deeds are one page. Other documents, such as mortgages and trust deeds, are much longer. If you are not sure, you may send a check made payable to Deschutes County Clerk with a statement on the check "AMOUNT IS NOT TO EXCEED \$XX.00". We will fill in the correct amount and send the document to you with a receipt.

Request for \_\_\_\_\_  certified  regular copy(ies) of the following:  
(number of)

Recording Number or Book/Page # \_\_\_\_\_

Parties to transaction \_\_\_\_\_

Type of document \_\_\_\_\_

<b>Number of pages</b>	<b>Location fee:</b>	<b>Certification</b>	
_____	+ \$3.75 per document	(if applicable)	
@ \$0.25 per page		+ \$3.75 per document	= \$ _____

Enclosed is a check or money order in the amount of \$ \_\_\_\_\_ (US\$).  
*(If you do not know the number of pages please write a check NOT TO EXCEED \$XX.00)"*

**Please allow 10 days for processing. Thank you.**

Please mail the copies to the following name and address:

\_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Street)  
 \_\_\_\_\_ (City, State & Zip) \_\_\_\_\_ (Telephone)